



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	134-15	ISSUE DATE:	September 17, 2015
TITLE:	ASSISTANT DIRECTOR	CLOSING DATE:	October 1, 2015
LOCATION:	Department of Children and Families Office of Licensing 225 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	
DISTRIBUTION:	STATE-WIDE	SALARY:	Commensurate with education and experience
SCOPE OF ELIGIBILITY: Subject to current promotional and hiring restrictions.			

The Department of Children and Families seeks a manager with strong leadership and organizational skills who has knowledge and experience in implementing systems reforms to provide innovation and oversight to the licensing operations for the state’s adoption agencies and out of home treatment programs and facilities.

JOB DESCRIPTION: Reporting to the Director, Office of Licensing, the Assistant Director is responsible for the successful execution of the state’s licensing programs for adoption agencies, youth partial care programs, residential child care facilities, and group homes. The Assistant Director must balance a focus on the quality delivery of services to the populations served by the Department as well as ensure the adherence to regulatory standards. The Assistant Director will be expected to develop expertise on the issues impacting the regulated communities and to advise the Director and other senior leadership on appropriate licensing response to those issues. The Assistant Director will also be expected to provide guidance on the substance and need for regulatory amendments and changes. The Assistant Director will directly supervise a statewide staff of licensing inspectors. As a member of the leadership team of the Office of Licensing, the Assistant Director will represent the office and the department at various state and local meetings.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with an advanced degree is preferred.

EXPERIENCE: A manager with progressive growth of management experience preferably leadership roles in systems or programs that serve children and families. Experience in the regulation of youth residential facilities, adoption agencies or similar programs strongly preferred.

Candidates must demonstrate strong organizational and leadership skills, comfort working in a regulatory environment, and the ability to work across systems and in partnership with a variety of internal and external stakeholders in order to best service the children and families of the state. Excellent written and oral communication skills required.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Linda M Dobron, Director of Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717